



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: ENGINEERING AIDE I - III

DEFINITION: Under supervision, performs a variety of routine engineering-related duties in the field and/or office.

DISTINGUISHING CHARACTERISTICS:

Grade Level I -	Entry level.
Grade Level II -	Requires a minimum of one year of engineering-related experience and the satisfactory (grade C or better) completion of at least one specified engineering-related college course.
Grade Level III-	Requires a minimum of eighteen (18) months of engineering-related experience and the satisfactory (grade C or better) completion of at least two specified engineering-related college courses.

EXAMPLES OF DUTIES:

- Performs basic drafting using both freehand and mechanical lettering;
- Uses basic engineering tools and equipment;
- Uses common engineering terminology;
- Lays out, draws and traces simple maps, plans, sketches, charts, and exhibits;
- Shades, colors and maintains charts, maps and plans;
- Uses computer-aided mapping equipment;
- Prepares reports and memoranda;
- Uses various filing systems for both retrieval and storage of information;
- Performs field traffic studies;
- Performs minor project research, including property lines, ownership, substructures, etc.;
- Indexes, files, catalogs and maintains engineering maps, drawings, blue prints, plans, and reports;
- Prepares simple cross section and profile work sheets;
- Makes preliminary mark sheets for street, sewer, storm drain, gas and water plans;
- Makes minor engineering calculations;
- Performs basic field studies and inventories;
- Performs cost estimate calculations;
- Prepares statistical tabulations and analysis;
- Provides efficient and tactful service to the public;
- May assist in field survey, materials testing or construction inspection work;
- Performs other related duties as required.

ENGINEERING AIDE I-III (continued)

MINIMUM REQUIREMENTS:

High school diploma or equivalent. Satisfactory completion of high school level geometry, physics and mechanical drawing courses is highly desirable.

A valid California vehicle operator's license.

HISTORY:

NOTE: Revision of Engineering Aide Classification Specification dated 02/01/77.
Classification graded out.

Approval/Adoption Dates: 06/10/82